

S-E-C-R-E-T

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140008-4

2

REPORTS INVENTORY					CONTROL NO.	
PREPARE IN DUPLICATE					DDS/OTR/OS-17	
1. TITLE OF REPORT (if a fill-in report include Form No.) Speaker Evaluation Cards					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL <input checked="" type="checkbox"/> TRAINING LOGISTICS <input type="checkbox"/> SECURITY MEDICAL <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)		
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) As Needed		6. DISTRIBUTION (No. of components not number of copies) 1 (DTR)		
7. FORMAT (memorandum, form computer print-out, etc) Form		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO.		9. DIRECTIVE AUTHORITY REQUIRING REPORT DTR Memo, 6 May 1969		
10. PREPARING COMPONENT (include lowest level contributing information to report) DC/OS/ST			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 0			
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
GS-15	12.80		3		38.40	1 38.40
GS- 7	4.50		10		45.00	1 45.00
GS- 6	4.00		15		60.00	1 60.00
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR 143.40						
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This is not a report as such. Rather it is a means of evaluating speakers used in OTR courses - a sensible procedure.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS MAN-HOURS DOLLARS 0 0	
16. DATE OF INVENTORY 6 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Chief, Operations School/TR				18. EXTENSION <input type="checkbox"/> STAT

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